

Bulletin Boards and Information Tables

Purpose

In keeping with the mission of Robbins Library, the library serves as a distribution point for the display and dissemination of flyers and other materials announcing civic, cultural, and educational information, events, or services that are of general interest to the community.

Materials are displayed at bulletin boards and community information tables at Robbins and Fox Branch libraries. Materials at these locations are different from the library's collection of print and non-print materials and are not selected by library staff. Display of these materials does not imply library endorsement. The library does not accept responsibility for the accuracy of statements made in these materials.

Policy

The libraries offer three community bulletin boards; the Adult Bulletin Board in the Reference Room, the Children's Bulletin Board, and the Public Bulletin Board at the Fox Branch Library. Community information tables are available at both libraries. Other bulletin boards and display spaces are reserved for library information and program news.

Community bulletin boards and information tables may be used for the following types of information:

- Postings and information on forthcoming or continuing educational, social, civic, charitable, cultural or recreational events and activities.
- Flyers, brochures, or schedules of local nonprofit organizations, groups or agencies.
- Postings by any federal, state or local government agency providing services to citizens.
- Announcements of community services and volunteer opportunities.

Posting/Distributing Guidelines

Preference will be given to materials about events in Arlington and surrounding communities (Belmont, Cambridge, Lexington, Medford, Somerville, and Winchester).

Due to limited space, library staff reserve the right to remove postings after 30 days.

All items must be reviewed and posted by library staff.

One copy, dated, may be posted for an event or announcement.

In accordance with M.G.L. chapter 55, section 14, political fundraising materials will not be posted.

Notices that are 8.5"x11" are preferred. Notices larger than 11"x 17" will not be accepted.

Approved by the Board of Trustees 11/08/2022